

**Rock Valley College Board of Trustees
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114**

**Regular Meeting
5:15 p.m.
December 21, 2021**

On December 10, 2021 Governor Pritzker issued the 24th Gubernatorial Disaster Proclamation for all counties in the state of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e) (4), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. **Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.**

Access to the Regular Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/97108660426?pwd=NjE5aXdONFd5YzlmRFJjdTZMYXAxdz09> or by phone at 312-626-6799 using Meeting ID : 971 0866 0426; Passcode 727272. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on December 21, 2021. Public comments will be announced during the public comment portion of the meeting.

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Recess to Truth-in-Taxation Hearing**

TRUTH-IN-TAXATION HEARING

- 1. Open Hearing
- 2. Presentation by Vice President of Finance/Chief Financial Officer – Ms. Ellen Olson
- 3. Receive Oral Testimony from the Public, if Any
- 4. Close Hearing

F. Reconvene Open Meeting

G. Adjourn to Closed Session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); 4) Litigation has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

H. Reconvene Open Meeting

I. Action as a Result of Closed Session

- 1. Approve Memorandum of Understanding with Support Staff Association (SSA) for Implementation of 2021-2027 Collective Bargaining Agreement

J. General Presentations

K. Approval of Minutes

1. November 9, 2021 Special Meeting
2. November 9, 2021 Committee of the Whole Meeting
3. November 23, 2021 Regular Board Meeting

L. Action Items

1. Approve Claims Sheet (Check Register-November 2021) (BR 7876)
2. Approve Purchase Report
 - a. Purchase Report -A – FY22 Purchases (BR 7877-A)
 - b. Purchase Report -B – Advanced Technology Center (ATC) Change Orders (BR 7877-B)
3. Approve Summary of FY2022 Estimated Revenues by Source (BR 7878)
4. Approve 2021 Tax Levy and Certify Compliance (BR 7879)
5. Approve FY2022 Capital Projects (BR 7880)
6. Approve FY2022 Fund Transfer (BR 7881)
7. Approve Linking Talent with Opportunity Dual Credit Memorandum of Understanding with Hononegah Community High School District #207 (BR 7882)
8. Approve Extension to Advanced Technology Center Sponsorship Program (BR 7883)
9. Approve Personnel Report (BR 7884)
10. Approve College Closure December 28, 29, 30, 2021 (BR 7885)
11. Approve Updated Board Policy 3:30.090, Family and Medical Leave (FMLA) (BR 7886)
12. Approve Updated Board Policy 3:30.110, Victims' Economic Security and Safety Act (VESSA) (BR 7887)
13. First Reading: Update to Board Policy 2:10.050, Official College Holidays to add Juneteenth National Freedom Day (BR 7888)
14. First Reading: Updated to Board Policy 3:30.150, Bereavement (BR 7889)
15. Approve Membership in Association of Community College Trustees (ACCT) (BR 7890)

M. Other Business

1. New Business
2. Unfinished Business

N. Updates / Reports

1. President's Update
2. Leadership Team Updates
3. ICCTA Report
4. Trustee Comments
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

- O. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); 4) Litigation has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

P. Reconvene Open Session

- Q. Date of Next Committee of the Whole Meeting:** January 11, 2022, 5:15 p.m. Remote meeting to be held via teleconference.

- R. Date of Board of Trustee Retreat:** January 22, 2022, 9:00 a.m. Remote meeting to be held via teleconference.

- S. Date of Next Regular Meeting:** January 25, 2022. 5:15 p.m. Remote meeting to be held via teleconference.

T. Adjourn

Jarid Funderburg, Board Chair

Fund	Fund Description	Levy Year 2020		Levy Year 2021	
		Rate	Extension 2020	Maximizes Fund 01 & 02 rate & Levy Tort	
				5.00% Estimated Increase	
	2019 EAV Actual	6,087,482,839			
	2020 EAV Actual	6,373,157,081			
	2021 EAV Estimate			6,691,814,935	
01	Educational Current maximum \$.23	0.2300	14,657,003	0.2300	15,391,174
02	Operations & Maintenance Current maximum \$.04	0.0400	2,549,044	0.0400	2,676,726
12	Tort Insurance & Tort/Risk Management FICA	-	-	-	-
11	Financial Audit	0.0008	50,981	0.0007	50,000
03	Protection, Health & Safety \$.0005	-	-	-	-
	Total Property Tax Extension	0.2708	17,257,027	0.2707	18,117,900
04	Bond & Interest				
	2000 Bonds	-	-	-	-
	2002 Bonds	-	-	-	-
	2006 Refinancing Bonds	-	-	-	-
	2009B Bonds	-	-	-	-
	2010A Bonds	0.0163	1,038,735	-	-
	2014B Bonds	-	-	-	-
	2015C Bonds	0.0095	605,398	0.0090	605,370
	2015D Bonds	0.0174	1,108,834	0.0166	1,108,500
	2015E Refinancing	0.0034	216,669	0.0697	4,662,375
	2017A Bonds	0.0497	3,167,187	-	-
	2017C Bonds	0.0944	6,015,744	0.0862	5,766,550
	Refinancing or New Debt Opportunities			-	-
	Total Debt Service Extension	0.1907	12,152,567	0.1815	12,142,795
	COMBINED EXTENSION	0.4615	29,409,594	0.4522	30,260,695

\$ Increase over Levy Year 2020 851,101
 % Increase over Levy Year 2020 2.89%
 Rate Increase / (decrease) over Levy Year 2020 (0.0093)

**Illinois Community College District #511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114**

Board of Trustees Special Meeting – Separation Agreement

November 9, 2021

5:15 p.m.

MINUTES

On October 15, 2021, Governor Pritzker issued the twenty-second Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: *Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.*

Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/93291249012?pwd=SE0zSS9xNzBDaWRGZHZzNVo1NHQyUT09> or by phone at 312-626-6799 using Meeting ID: 932 9124 9012 Passcode: 974918 The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on November 9, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

Call to Order

The Special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened via remote video conference on Tuesday, November 9, 2021 at 5:20 p.m. Board Chair Jarid Funderburg called the meeting to order. Due to the absence of Secretary Bob Trojan, Trustee Lynn Kearney was appointed Secretary Pro Tem for the meeting.

Roll Call

The following trustees were present:

Mr. Jarid Funderburg
Ms. Lynn Kearney
Ms. Crystal Soltow
Student Trustee Evelyn Molina

Mr. Paul Gorski
Ms. Gloria Cudia
Mr. John Nelson arrived 5:24 p.m.

The following trustee was absent at roll call: Mr. Bob Trojan.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President Academic Affairs/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider,

Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions (Public Comment)

No communications or petitions were presented.

Adjourn to Closed Session

At 5:20 p.m., a motion was made by Trustee Kearney, seconded by Trustee Cudia, to adjourn to closed session to discuss litigation that has been filed, is pending or probable per Section 2 (c) (11) of the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote. Trustee Nelson joined the closed session at 5:24 p.m.

Reconvene Open Session

At 5:35 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to reconvene to open session. The motion was approved by unanimous roll call vote.

Action as a Result of Closed Session

Board Chair Funderburg announced that action to approve the Separation Agreement would be postponed to a future Board of Trustees meeting.

Next Meeting

The next Regular meeting of the Board of Trustees will be held November 23, 2021 at 5:15 p.m. The remote meeting will be held via teleconference.

The next Committee of the Whole meeting will be held Tuesday, December 7, 2021 at 5:15 p.m. The remote meeting will be held via teleconference.

Adjournment

There being no further business to come before the Board, at 5:35 p.m., a motion to adjourn was made by Trustee Kearney, seconded by Trustee Cudia. The motion was approved by unanimous voice vote.

Submitted by Ann Kerwitz

Lynn Kearney, Secretary Pro Tem

Jarid Funderburg, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:30 p.m. Tuesday, November 9, 2021
MINUTES**

On October 15, 2021, Governor Pritzker issued the twenty-second Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

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Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:36 p.m. by Chairperson Jarid Funderburg. Due to the absence of Board Secretary Robert Trojan, Trustee Kearney was appointed Secretary Pro Tem.

Roll Call

The following members of the Board of Trustees were present at roll call:

Mr. Jarid Funderburg	Mr. Paul Gorski
Ms. Lynn Kearney	Ms. Gloria Cudia
Mr. John Nelson	Ms. Crystal Soltow
Ms. Evelyn Molina, Student Trustee	

The following Trustee was absent at roll call: Mr. Robert Trojan

Also Present: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President of Academic Affairs; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness & Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Janet Taylor, Executive Director of Facilities and Operations; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Ms. Lindsey Fish, Senior Manager, Sikich, LLP; Attorney Joseph Perkoski, Robbins Schwartz

Communications and Petitions

There were no public comments.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the October 12, 2021 Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Adjourn to Closed Session

At 5:37 p.m., a motion was made by Trustee Kearney, seconded by Trustee Cudia, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

Reconvene Open Session

At 6:15 p.m., a motion was made by Trustee Kearney, seconded by Trustee Funderburg, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY 2022 enrollment update. Ms. Snider updated the Board that spring enrollment was down by 5.65% in credit hours; as of the week of November 8, 2021, spring enrollment was down by 5.43% in credit hours. Ms. Snider stated that she would keep the Board updated on the enrollment numbers for spring.

2. Illinois Community College Board (ICCB) Economic Impact Study Report: Students

Ms. Snider presented the ICCB Economic Impact Study Report, created by a collaboration of the ICCB, Illinois Community College System Economic Impact Study Advisory Committee, and Northern Illinois University Center for Governmental Studies Economic Impact Study Project Team.

The report consists of three sections; environmental scan, student-level outcome analysis, and the economic impact on employees and community. Ms. Snider will be reviewing the first two parts in tonight's Committee of the Whole meeting.

Environmental Scan: The district population has declined each year since 2011. The number of White residents has declined, while the number of African American, Asian, and Latinx residents has increased. These patterns are projected to continue. The district college-aged population is projected to decline from 2020 to 2025. Projections include a 3.7% decline for ages 15 to 19, and a 2.0% decline for ages 20 to 24; which is why the College continues to focus on adult enrollment. The top industries of study

continue to be manufacturing and health care. The district unemployment rate spiked during the beginning of COVID and has since declined.

Rock Valley College Student Outcomes: Ms. Snider discussed the student return on investment, stating that if a student put \$36,692 in an investment that returned 40 annual payments equivalent to the earnings gains from an associate degree and/or a long-term certificate, they would earn interest at a rate of 26.3%. Between 80% and 90% of RVC completers are employed in career jobs within one year of completion, which is comparable to the State data, with RVC performing slightly better. Post-secondary enrollments for RVC students have declined from 70.5% in 2010 to 63.5% in 2018. The average annual growth of earnings is 18.6%, three to five years post-completion, White completers are earning more than other racial/ethnic groups. The gap between White and Latinx completers is diminishing. Discussion ensued.

3. Advanced Technology Center (ATC) Information Session Presentation

Dr. Patrick Peyer, vice president of student affairs, presented the ATC Program Success Metrics presentation. The ATC will become a workforce and economic development engine that helps sustain and grow the manufacturing industry in our region. The ATC will provide innovative, hands-on learning to prepare both RVC students and currently-employed workers for high-demand jobs in local manufacturing companies. The ATC's mission will be not only to produce highly qualified manufacturing professionals but to help shape the values of the entire community to create an ecosystem that is supportive of modern advanced technologies as an agent for personal career success and a strong economy, and as a vehicle for community development and regional cooperation.

Dr. Peyer introduced Vicki Brust, dean of career technical education, to discuss the programs offered at the ATC. Ms. Brust stated CNC Machining would be a 32 week (two 16 week sessions). Mechatronics will be a two-semester credit program consisting of 16 weeks each semester; Mechatronics Certificate One and Advanced Mechatronics Certificate Two. Welding will be a two-semester credit program; Industrial Welder Certificate and Advanced Welder Certificate.

Dr. Peyer stated that there would also be advanced student support onsite consisting of academic advising and registration, student life, career advising, job placement support, financial aid, grants, and scholarships. Dr. Peyer went through the tuition and materials for the programs. Discussion ensued with Trustees.

Finance Discussion: Board Liaison Trustee Soltow

1. Fiscal Year 2021 Financial Audit Report

Ms. Ellen Olson, vice president of finance, introduced Ms. Lindsey Fish, Senior Manager, with Sikich, LLP, to discuss the status of the RVC audit. Ms. Fish stated that the following reports had been issued; the Comprehensive Annual Financial Report including ICCB Grants and state CYEFR; Uniform Guidance (Single Audit of Federal Expenditures); and the Communication with Those Charged with Governance Management letter. Ms. Fish stated that the last few pages of the report would be a little different this year as the ICCB had system issues and would issue the ICCB Credit Hours Report under separate cover. In addition, Ms. Fish discussed what Audit Opinions were given. Discussion ensued regarding the Management Letter that was issued and that it had not been received. Ms. Olson stated it would have come from Dr. Spearman and was sent on November 3, 2021. Because several trustees said they had not received the email, Ms. Olson will send it again.

2. First Quarter Vital Signs: Fiscal Year 2022

Ms. Olson presented the first quarter Vital Signs for Fiscal Year 2022. As of September 30, 2021, RVC was at 28% of budget. RVC's goal is to be at 25%. First-quarter operating expenses are at 18% of budget. Payroll year to date is below budget but anticipated to fall more in line next quarter

because the faculty overloads will be paid, and the collective bargaining agreements will fall into place. Healthcare costs year-to-date have increased due to increased medical claims as a result of employees utilizing their physicians and having medical procedures done now rather than during the 15 months of COVID.

3. Cash and Investment Report

Ms. Olson stated that the total operating cash and investments are \$70,928,131. Total capital funds on October 31, 2021 are \$23,288,062. The change in capital funds since September 30, 2021, is (\$3,701,274). This is directly due to the transfer of the drawdown of ATC capital funds to the operating funds and was offset by the receipt of property taxes.

4. Purchase Reports

Ms. Ellen Olson presented the purchase reports.

Purchase Report A – FY 2022 Addendum:

A. Online Communications – (Instructional Software and Administrative Software: General Institutional Software)

1. Zoom Video Communications	San Jose, CA	\$	2,550.00 (1)*
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Purchase Report B – FY 2022 Purchases:

A. Concert Revenue – (Other Contractual Services – Rockford Symphony)

1. Rockford Symphony Orchestra	Rockford, IL	\$	14,667.00 (1)*
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B. Ticketing System for the Starlight Theatre – (Auxiliary Enterprise Fund – Starlight, Other Contractual Services)

2. Tickets.com	Chicago, IL	\$	30,000.00 (2)*
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C. Software – (HEERF: General Institutional Expenses)

3. Siteimprove	Sacramento, CA	\$	23,871.00 (3)*
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D. Software – (HEERF: General Institutional Expenses)

4. Entre Computer Solutions	Machesney Park, IL	\$	39,944.84 (4)*
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E. Software – (Student Tech Fees)

5. Entrinsik, Inc.	Raleigh, NC	\$	20,493.00 (5)*
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F. Software – (HEERF: General Institutional Expenses)

6. Hyland	Olathe, KS	\$	46,780.87 (6)*
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G. Bulk Road Salt – (Operations and Maintenance Fund – Grounds Maintenance, Maintenance Supplies)

7. City of Rockford (\$61.00/ton)	Rockford, IL	\$	21,350.00 (7)*
			Not to Exceed
Midwest Salt (\$106.48/ton)	West Chicago, IL	\$	37,268.00
Get Salt Now, Inc. (\$109.50/ton)	West Chicago, IL	\$	38,325.00

5. Proposed 2021 Tax Levy and Setting a Date for Truth-In-Taxation Hearing

Ms. Olson presented the proposed tax levy. The assumption is for a five-year estimated increase in EAV from levy year 2020 to 2021. Boone County has provided an estimate of a 6.33% EAV increase.

Ms. Olson has not received any information from Winnebago County. The Administration recommends that the Board of Trustees approve the estimates for the amount of taxes necessary to be raised by taxation for 2021; this would represent a 4.99% increase over the 2020 tax levy.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for November 2021. There is one appointment and one departure. There were no questions from Trustees.

2. Election Day 2022 (November 8, 2022)

Mr. Handley explained the background of the 2022 Election Day holiday, which was signed into law by Governor Pritzker on June 17, 2021. Administration recommends that the Board of Trustees approve closing RVC on Tuesday, November 8, 2022, for the 2022 General Election Day holiday. There were no questions from Trustees.

3. Juneteenth National Freedom Day

Mr. Keith Barnes, vice president of equity and inclusion, presented information on the Juneteenth National Freedom Day holiday. Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865. Naming Juneteenth National Freedom Day as an official RVC Holiday aligns with the diversity and equity initiative tenet of the College's Strategic Plan. The estimated annual cost is approximately \$60,000. The Administration recommends that the Board of Trustees approve adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

4. Board Policy 3:30.090 Family and Medical Leave / Expanded FMLA (First Reading)

Mr. Handley stated that RVC has an existing Board Policy 3:30.090 for Family and Medical Leave. On August 10, 2021, Governor Pritzker approved House Bill 0012 (HB0012), which amended various Acts relating to educational institutions in Illinois. HB0012 provides that an employee of a community college district who has been employed for at least 12 months and who has worked at least 1,000 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993. The effective date is January 1, 2022. The Administration recommends that the Board of Trustees approve the revision of Board Policy 3:30.090 so that RVC complies with HB0012.

5. Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) (First Reading)

RVC has an existing Board Policy 3:30.110 for Victims' Economic Security and Safety Act (VESSA). On August 20, 2021, Governor Pritzker approved House Bill 3582 (HB3582), which amends VESSA. HB3582 provides that victims and family members of victims of other crimes of violence (such as criminal homicide, bodily harm, harassing and obscene communications, terrorism, or armed violence, in addition to victims of domestic violence, sexual violence, and gender violence) are subject to the provisions of the Act regarding unpaid leave and prohibited discriminatory acts. It also amends the Unemployment Insurance Act, which provides that victims of crimes of violence shall not be barred from collecting voluntary leave benefits. The effective date is January 1, 2022. The Administration recommends

that the Board of Trustees approve the revision of Board Policy 3:30.110 so that RVC complies with HB3582.

6. 2020 Campus Safety and Security Report (Cleary Act Report)

Thomas Yehl, interim chief of police, presented the Cleary Act Report. The purpose of the report is to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe. Compliance with the Cleary Act allows us to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study, Federal Perkins Loans, etc. Material published in the report also reflects requirements for the State of Illinois Security Enhancement Act. The Cleary Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st for the preceding year. The ASR must include campus crime statistics for the preceding three calendar years and details about improving campus safety. Interim Chief Yehl stated that during the 2020 school year, due to COVID-19 and remote learning, there were no reported Cleary Crimes at any RVC Campuses.

7. Boone County Intergovernmental Agreement (IGA) – Police Dispatch

Mr. Rick Jenks, vice president of operations, presented the IGA between the Boone County Sheriff's Department and Rock Valley College Community College District 511. The agreement establishes and formalizes the ability for the RVC Police Department officers to utilize the Boone County Sheriff's Department E-9-1-1 Center to monitor and dispatch RVC officers while traveling and working in Boone County. There is no cost to RVC to utilize these services. Administration recommends that the Board of Trustees approve the IGA with the Boone County Sheriff's Department to monitor and dispatch RVC police officers in Boone County, Illinois. There were no questions from Trustees.

8. Amendment to SHIELD Program COVID-19 Testing Support Agreement

Mr. Jenks stated that on May 25, 2021, an IGA was created between the Board of Trustees of the University of Illinois and Rock Valley College Community College District 511. Under the Agreement, RVC was designated as a SHIELD Illinois COVID-19 testing site. Due to the ongoing need for COVID-19 testing in Illinois, the University of Illinois has requested an extension of this IGA from December 31, 2021, to June 30, 2022. Therefore, the Administration recommends that the RVC Board of Trustees approve the extension of the IGA with the Board of Trustees of the University of Illinois extending the COVID-19 Testing Support Agreement with RVC designating RVC as a SHIELD Illinois testing site.

9. RVC Events Calendar

Mr. Handley presented the RVC events calendar. Trustee Kearney asked what the capacity limit is for fans being in the PEC. Mr. Handley referred the question to Mr. Jenks. Mr. Jenks stated that the seating capacity is 2,800. In addition, Mr. Jenks noted that there are no social distancing requirements anymore, just wearing a mask in public.

10. RVC Athletics Update

Dr. Peyer presented the RVC Athletics update. Dr. Peyer reported on the RVC Volleyball Team, Men's and Women's Soccer Teams, Men's and Women's Basketball Teams, RVC Men's and Women's Bowling Team, and the RVC Baseball Team and Softball Team.

11. Advanced Technology Center (ATC) Update

Progress Update: Ms. Janet Taylor, executive director of facilities and operations, presented the ATC progress update. Ms. Taylor reviewed a list of what construction/tasks have been completed and what equipment has come into the ATC. There were no questions from the Trustees.

ATC Cost Summary: Ms. Olson presented the ATC cost summary. Ms. Olson stated that RVC is still on budget with the ATC. Ms. Olson noted that there had been no additional change orders since the last report. Dr. Spearman added that there might be some ATC change orders coming up soon. Trustee Gorski suggested that all ATC items be placed together on the meeting agendas.

Other Business / New Business

There was no new or unfinished business.

Adjourn to Closed Session

At 7:55 p.m., a motion was made by Trustee Kearney, seconded by Trustee Gorski, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

Reconvene Open Session

At 9:15 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on November 23, 2021, at 5:15 p.m. remotely via teleconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on December 7, 2021, at 5:15 p.m., remotely via teleconference.

Adjourn

At 9:18 p.m., a motion was made by Trustee Kearney, seconded by Trustee Funderburg, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje

Lynn Kearney, Secretary Pro Tem

Jarid Funderburg, Chairperson

**Illinois Community College District No. 511
Rock Valley College
3301 North Mulford Road
Rockford, IL 61114**

**BOARD OF TRUSTEES REGULAR MEETING
November 23, 2021
5:15 p.m.**

MINUTES IN PROGRESS

On November 12, 2021 Governor Pritzker issued the 23rd Gubernatorial Disaster Proclamation for all counties in the state of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e) (4), this meeting will be held without the physical presence of a quorum at the meeting location.

Meeting Location: Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. ***Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.***

*Access to the Regular Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/91649140434?pwd=cFN2RFZcnloQ0d3MjEycVpDYkUvdz09> or by phone at 312-626-6799 using Meeting ID : 916 4914 0434 ; **Passcode** 648710. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on November 23, 2021. Public comments will be announced during the public comment portion of the meeting.*

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened remotely via teleconference on Tuesday, November 23, 2021. Board Chair Funderburg called the meeting to order at 5:16 p.m.

Roll Call

The following members of the Board of Trustees were present at roll call:

Mr. Jarid Funderburg	Mr. Paul Gorski
Mr. Bob Trojan	Ms. Gloria Cudia
Ms. Lynn Kearney	Student Trustee Evelyn Molina
Mr. John Nelson arrived at 5:20	

The following member of the Board of Trustees was absent: Ms. Crystal Soltow.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President Academic Affairs/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

Adjourn to Closed Session

At 5:17 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss the following: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Meeting

At 5:55 p.m., a motion was made by Trustee Nelson, seconded by Kearney, to adjourn the closed session and reconvene the open meeting. The motion was approved by unanimous roll call vote.

Action as a Result of Closed Session

1. Approve Separation Agreement

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve the Separation Agreement with Mr. Chris Lewis as discussed in closed session.

There was no discussion. The motion was approved by unanimous roll call vote.

In addition, President Spearman announced that the Board supports the Administration's proposal to close the College December 28, 29 and 30, 2021, the days between the Christmas and New Year's holidays when the College would be open. Eligible employees will be paid for this year only.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Nelson, to approve the minutes of the September 28, 2021 Fiscal Year 2022 Public Budget Hearing (included in September 28, 2021 regular meeting minutes, but not specifically acknowledged in the motion to approve), the October 12, 2021 Committee of the Whole meeting and the October 26, 2021 Regular meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 7863 – Claims Sheet

The Board Report reads in part: It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from October 1, 2021 to October 31, 2021. The total is \$1,585,004.42.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7863.

There was no discussion. The motion was approved by unanimous roll call vote.

2a. BR 7864-A – Purchase Report-A – FY22 Addendum

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7864-A, Purchase Report-A.

\$ 2,550.00 A. Zoom Video Communications, San Jose, CA

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7864-A.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

2b. BR 7864-B – Purchase Report-B – FY22 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7864-B, Purchase Report-B.

\$ 14,667.00	A. Rockford Symphony Orchestra, Rockford, IL
\$ 30,000.00	B. Tickets.com, Chicago, IL
\$ 23,871.00	C. Siteimprove, Sacramento, CA
\$ 39,944.84	D. Entre Computer Solutions, Machesney Park, IL
\$ 20,493.00	E. Entrinsik, Inc., Raleigh, N.C.
\$ 46,780.87	F. Hyland, Olathe, KS
NOT TO	G. City of Rockford, Rockford, IL
EXCEED	
\$ 21,350.00	

A motion was made by Trustee Nelson, seconded by Student Trustee Molina, to approve Board Report 7864-B.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

2.c. BR 7864-C – Purchase Report-C – FY22 Emergency Purchase

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked item for purchase on Board Report 7864-C, Purchase Report-C.

\$ 15,597.61 A. Helm Services, Freeport, IL

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 7864-C.

Chief Financial Officer Ellen Olson confirmed that the temporary repair on the steps of the ERC has been completed, but the date for completion of the permanent solution is unknown. She added that this is a new item since the November 9 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

3. BR 7865 – Board Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approve the personnel items as outlined.

A motion was made by Trustee Kearney, seconded by Trustee Cudia, to approve Board Report 7865.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9, 2021 Committee of the Whole meeting.

The motion was approved by unanimous roll call vote.

4. BR 7866 – Fiscal Year 2021 Audit: Comprehensive Annual Financial Report

The Board Report reads in part: It is recommended that the Board of Trustees accept the Fiscal Year 2021 Financial Audit prepared by the independent auditing firm of Sikich, LLP.

A motion was made by Trustee Trojan, seconded by Trustee Nelson, to approve Board Report 7866, the Fiscal Year 2021 Audit.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the November 9, 2021 Committee of the Whole meeting, nor have any questions been submitted.

The motion was approved by unanimous roll call vote.

5. BR 7867 – Levy Year 2021 Estimated Taxes Required and Setting Hearing Date for Truth-in-Taxation

The Board Report reads in part: It is recommended that the Board of Trustees approve the following estimates for the amount of taxes necessary to be raised by taxation for the year 2021 as follows:

Educational Purposes – Fund 01	\$15,391,174
Operations and Maintenance Purposes – Fund 02	\$ 2,676,726
Fire Protection, Health, Life, or Safety – Fund 03	0
Financial Audit Purposes – Fund 11	\$ 50,000
Liability Protection Settlement Fund – Fund 12	0
Liability Insurance/Tort & Risk Management	0
Workers’ Compensation Insurance	0
Unemployment Insurance	0
Casualty Insurance	0
Athletic Insurance	0
Social Security and Medical Insurance	0
Total Tax Levy	\$18,117,900

This represents a 4.99% increase over the 2020 tax levy. To provide public disclosure, a hearing on the proposed 2021 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held virtually on December 21, 2021 at 5:15 p.m. via Zoom. Rock Valley College will publish the Notice of said hearing as required by Statute.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7867.

There was no discussion. The motion was approved by unanimous roll call vote.

6. BR 7868 – 2022 General Election Day Holiday

The Board Report reads in part: It is recommended that the Board of Trustees approve closing Rock Valley College on Tuesday, November 8, 2022 for the 2022 General Election Day holiday.

A motion was made by Trustee Gorski, seconded by Student Trustee Molina, to approve Board Report 7868.

Discussion followed regarding the College being used as a polling place. Although a provision in the new law states that any closed school must be made available to the local election authority for use as a polling place for the 2022 general election, Dr. Spearman confirmed that the College has not been contacted. Several trustees stated that they were against the College being used as a polling place and suggested waiting to see if Administration was contacted by the local election authority.

The motion was approved by unanimous roll call vote.

7. BR 7869 – Juneteenth National Freedom Day Holiday

The Board Report reads in part: It is recommended that the Board of Trustees approve adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

A motion was made by Trustee Gorski, seconded by Student Trustee Molina, to approve Board Report 7869.

No new information was provided in addition to what had been discussed at the November 9 Committee of the Whole meeting. Trustee Trojan announced that he would abstain, as he missed that Committee of the Whole meeting and does not know enough about the proposed holiday to make an informed vote.

The motion was approved by majority roll call vote. Trustees Cudia, Gorski, Kearney, Nelson, and Funderburg voted yes. Trustee Trojan abstained. Student Trustee Molina voted yes (advisory).

**8. BR 7870 – FIRST READING: Update to Board Policy 3:30.090
Family and Medical Leave (FMLA)**

The Board Report reads in part: It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.090 so that Rock Valley College is in compliance with House Bill 0012. **Attorney Approved.**

Because this is a First Reading, no vote was taken. There was no discussion.

**9. BR 7871 – FIRST READING: Update to Board Policy 3:30.110
Victims' Economic Security and Safety Act (VESSA)**

The Board Report reads in part: It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.110 so that Rock Valley College is in compliance with House Bill 3582. **Attorney Approved.**

Because this is a First Reading, no vote was taken. There was no discussion.

10. BR 7872 – Repeal of Board Policy 3:30.140, Non-Union Employees Retirement Incentive

The Board Report reads in part: It is recommended that the Board of Trustees repeal Board Policy 3:30.140, Non-Union Employees Retirement Incentive, pursuant to Board Policy 1:10.080, Amendments and Adoption of Board Policies, through a unanimous vote of all voting Board members. **Attorney Approved.**

A motion was made by Trustee Nelson, seconded by Trustee Kearney, to approve Board Report 7872 to repeal Board Policy 3:30.140.

There was no discussion. The motion was approved by unanimous roll call vote.

11. BR 7873 – Intergovernmental Agreement: Rock Valley College and Boone County Sheriff’s Department E-9-1-1 Center

The Board Report reads in part: It is recommended that the Board of Trustees approve the Intergovernmental Agreement with the Boone County Sheriff’s Department for monitoring and dispatching of RVC police officers in Boone County, Illinois. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7873.

There was no discussion. The motion was approved by unanimous roll call vote.

12. BR 7874 – Amendment to Intergovernmental Agreement: University of Illinois Board of Trustees SHIELD Program Covid-19 Testing Support Agreement

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approve the amendment to the Intergovernmental Agreement with the Board of Trustees of the University of Illinois extending the COVID-19 Testing Support Agreement with Rock Valley College from December 31, 2021 to June 30, 2022, which designates RVC as a SHIELD Illinois testing site. **Attorney Reviewed.**

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 7874.

There was no discussion. The motion was approved by unanimous roll call vote.

13. BR 7875 – Intergovernmental Agreement: Rock Valley College and the County of Winnebago, Illinois, Cold Forming Training Center Site

The Board Report reads in part: It is recommended that the Rock Valley College Board of Trustees approve the Intergovernmental Agreement with the County of Winnebago for the Cold Forming Training Site. **Attorney Reviewed.**

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7874.

Trustee Gorski complimented Chief Operations Officer Rick Jenks for doing the extensive legwork on this project and finding a solution.

The motion was approved by unanimous roll call vote.

Other Business

1. New Business

There was no new business.

2. Unfinished Business

There was no unfinished business.

Updates / Reports

1. **President's Update**

President Howard Spearman made the following remarks:

- He presented the Strategic Plan to members of the Center for Learning in Retirement (CLR) last week. During the program, Rockford Mayor McNamara presented a City Challenge Coin to CLR member Bob Bertolasi in recognition of his efforts to engage CLR members and conduct training for remote learning during the COVID-19 pandemic.
- Press conferences held November 16 provided positive publicity for the College. In the morning, Governor Pritzker visited the ATC where he signed a bi-partisan bill to attract electric vehicle manufacturers to Illinois. Immediately following, Governor Pritzker joined AAR, United Airlines and local officials and workforce partners to announce a \$2.6 million investment to develop training for in-demand aviation mechanics.
- Friday, November 19 was a leadership day for Cabinet. Topics discussed were the Strategic Plan and the Employee Culture Survey.
- Also, on Friday, November 19, the College received notification that the Higher Learning Commission has approved our request to open the ATC in January as a credit-granting site. An official visit is expected within six months.
- Tours of the ATC will be offered to RVC employees December 2 and to high school counselors on December 3 and December 9.
- ATC personnel are scheduled to begin moving in on Monday, December 6.
- Mechatronics and Welding classes will be held at the ATC beginning January 2022.

In response to a question from Trustee Trojan, President Spearman indicated that with a soft opening at the ATC in January, he is considering holding a ribbon-cutting in February rather than wait until June.

2. **Leadership Team Updates**

- Mr. Rick Jenks provided an update on the Advanced Technology Center regarding incoming equipment, installation, and new change orders. He added that the welding lab is taking shape quickly and equipment for the CNC lab is beginning to arrive but is still affected by the current supply chain issues. Mr. Jenks also explained the delay affecting completion of the renovation of steps at the Educational Resource Center (ERC). Because the Capital Development Board (CDB) did not issue a contract to the electrician until three weeks ago, and eight to ten weeks are needed to design and deliver the electronic ice melt system, the concrete steps cannot be poured until after the ice melt system is ready for installation. As a result, the project may be delayed until spring 2022. In the meantime, Jenks is working with the CDB to determine if a temporary ramp can be erected at the front of the building to provide access over the winter. He added that an existing ramp that meets ADA requirements is located on the Classroom Building I side and there are two other entrance/exits that should meet egress requirements.

In response to a question from Trustee Trojan on why the ATC is considered “advanced,” Board Chair Funderburg explained that was reviewed in the ATC presentation at the November 9 Committee of the Whole meeting. Trustee Trojan indicated he would like to see on paper what makes the ATC advanced.

- Dr. Amanda Smith shared the story of what student success looks like at RVC. A student in the Highway Construction Career Training Program (HCCTP) moved to Illinois to provide a better life for her children and enrolled in the HCCTP program. She bought a vehicle to prepare for the program and a future apprenticeship, but the car was a “lemon,” and she did

- not have enough funds to pay for the repairs. RVC personnel encouraged the student to apply for emergency student relief funds through the RVC Foundation. She qualified, and the vehicle has since been towed to the RVC automotive program where Associate Professor John Skupien assessed the vehicle and ordered the parts. One of the program's adjuncts then made time to tackle the problem in his automotive class. Thanks to this successful collaboration among multiple departments, this student now has reliable transportation and is on track to become an apprentice for Rockford's Local 498.
- Mr. Keith Barnes thanked Ms. Milana Herman and her team for planning and hosting the Veterans Day celebration held November 11. The DEI Office celebrated November as National Native American Heritage month and hosted a webinar November 23, the first of more webinars. Thank you to RVC's new DEI Specialists Lien Vu and Tekkahmah Curry for facilitating the discussion.
 - Ms. Ellen Olson announced that Rock Valley College has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 14th consecutive year. She thanked her key staff, Aly Behmer and Sarah Shumway, for their hard work on the audit and compiling the financial report.
 - Ms. Heather Snider reported on several items: 1) Regarding the recent Watermark purchase to improve digital efficiency, the technical implementation of planning and self-study have been completed and is working well. Faculty and staff are being trained to use the product. 2) RVC, now in the second year of participation in the Higher Learning Commission's (HLC) Assessment Academy, has been commended by HLC for efforts to date to improve assessment. 3) Enrollment is open for Winterim and Spring 2022. Although registration for Winterim is slightly ahead, Spring is down 5.15% compared to this time last year. Spring classes begin January 8, 2022.
 - Dr. Patrick Peyer announced that his department has been contacting students to announce a \$50 per credit hour tuition discount as an incentive to enroll for the spring semester. This will be paid with HEERF funds and must be paid directly to students.

3. Trustee Comments

- Trustee Kearney commented that she used the SHIELD testing site today, and the process was very easy to follow.
- Trustee Gorski commented that the last couple of years have been rough, and he really appreciates everyone's efforts the past year.
- Trustee Trojan thanked all who expressed condolences on the recent passing of his wife. He added that a scholarship for RVC respiratory care students has been established in Norma Trojan's name.
- Trustee Cudia added her condolences to Trustee Trojan.
- Trustee Nelson commented that it is a privilege to be a trustee and wished a Happy Thanksgiving to all.
- Board Chair Funderburg commented that he was very proud of the RVC team and the well-coordinated effort to hold the governor's press conference at the ATC with very short notice. As a result of the governor's two press conferences, one at the ATC and the other at AAR at the Rockford airport, the College received national recognition for both the ATC and the aviation program.
- Trustee Trojan-commended Board Chair Funderburg for his efforts as well.

4. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson reported on his attendance at the ICCTA conference held in Schaumburg November 12-13, 2021. He noted that trustees from other community colleges shared many good ideas on programming, technical education and increasing enrollment. The Robbins Schwartz

presentation, “You’re on the Board, Now Elevate Your Game,” held Friday afternoon was well done. Reminders to the group included not to text during a board meeting and that all votes must be by roll call when meeting remotely.

In response to a question from Trustee Kearney if the College would consider implementing some of the programs being offered by other community colleges, President Spearman indicated they would be reviewed, but added that the College is already addressing mental health issues that include employee training on how to recognize and assist with those situations. In reference to a specific class called Mental Health for Police Officers, Dr. Spearman indicated he would confer with Interim CAO Dr. Amanda Smith to confirm if RVC offers a similar class and report back at a future Committee of the Whole meeting.

Trustee Gorski added that he recommends focusing on current programs before adding more.

5. Student Trustee Report

Student Trustee Ms. Evelyn Molina read her report highlighting student activities during October and November and plans for the upcoming holidays. She also thanked trustees and administrators for all of their hard work and support for students, so they can participate in the various activities that she highlights in her student trustee reports.

6. RVC Foundation Liaison Report

Trustee Trojan reported the foundation board did not meet this month. He encouraged all to attend the foundation’s donor luncheon to be held December 3.

7. Freedom of Information Act (FOIA) Report

The Freedom of Information Act (FOIA) report was accepted as presented.

Closed Session

A second closed session was not held.

Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, December 7, 2021 at 5:15 p.m.

The next Regular meeting will be held remotely via teleconference on Tuesday, December 21, 2021 at 5:15 p.m.

Adjournment

At 7:05 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from November 1, 2021 to November 30, 2021.

The total is \$1,866,924.54.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY22 Purchases

Recommendation: Board approval for items marked with asterisk

A. Classroom Captioning – (Accommodations & Auxiliary Aid: Disability Services)

Classroom Captioning Monument CO	(\$65.00/per hour) NOT TO EXCEED \$24,500.00*(1)	
Alternative Communication Services Lombard IL	(\$98.00/per hour)	\$36,750.00
Caption Access Cary IL	(110.00/per hour)	\$41,250.00

1. This expense, based on an estimated 375 hours, is to establish a blanket purchase order for classroom captioning services through June 30, 2022 to provide remote real-time captioning to deaf and hard-of-hearing students attending classes at the college. This is the first time this service will exceed the \$10,000.00 threshold due to an increase in the number of classes being taken by deaf and hard-of-hearing students.

FY22 Budgeted Expense

B. Printing – (HEERF: General Institutional Expenses)

Action Printing Fond du Lac WI	\$20,687.00*(2)
KK Stevens Publishing Co Astoria IL	\$20,773.00
Meridian Direct Loves Park IL	\$55,930.00

2. This expense is for the printing of the Spring 2022 Community Education/Whiz Kids class schedule booklet to be mailed to all Winnebago and Boone County households. The cost of printing this schedule booklet will count toward and reduce the Fiscal Year 2022 advertising contract requirement of \$100,000.00 spend with the Rockford Register Star due to both companies falling under the Gannett Company umbrella. The Department of Education has approved the community mailer, including the COVID-19 protocols for Rock Valley College, for use of funds provided by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Purchase Report B - FY22 Advanced Technology Center (ATC)
Change Orders**

Recommendation: Board approval for items marked with asterisk

A. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **<\$1,710.00> (1)***

1. Change Order #48 is a credit to provide 6” stainless steel base in lieu of a 12” stainless steel base in the welding lab room #1502. This credit will be applied against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

B. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$9,879.00 (2)***

2. Change Order #49 is to grind and remove epoxy sealer and reapply a densify sealer on all concrete areas. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

C. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$214.00 (3)***

3. Change Order #56 is for bench with handcuff rail for inside RVC Police office. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

D. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **<\$4,375.00> (4)***

4. Change Order #60 is a credit for providing smaller alternate benches in the single restrooms. This credit will be applied against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

**Purchase Report B - FY22 Advanced Technology Center (ATC)
Change Orders**

E. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$2,253.00 (5)***

5. Change Order #61 is to install a tamper switch on existing reduced pressure zone (RPZ) fire sprinkler valve per the state plumbing inspector request. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

F. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$6,833.00 (6)***

6. Change Order #62 is to provide sixteen additional data drops in computer lab room #1310 due to increasing the seating capacity to 40. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

G. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$8,932.00 (7)***

7. Change Order #63 is to furnish and install RG-11 coax from the main distribution frame (MDF) to each intermediate distribution frame (IDF) and 120V power; RG-11 coax and data cables to the two lobby TV displays. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

**Purchase Report B - FY22 Advanced Technology Center (ATC)
Change Orders**

H. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$5,203.00 (8)***

8. Change Order #64 is for the installation of SOOW cord drops in lieu of rigid conduits for six Computerized Numerical Control (CNC) lathe machines. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

I. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$1,412.00 (9)***

9. Change Order #65 is for the installation of an access panel to the new transformers above the metrology lab from the Computerized Numerical Control (CNC) lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

J. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$2,794.00 (10)***

10. Change Order #66 is for diagnosing and reworking the controls in four existing Carrier heating, ventilation, and air conditioning (HVAC) rooftop units and replacing the control boards. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

K. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$24,053.00 (11)***

11. Change Order #67 is to modify the existing overhead door opening 1514C to be three feet taller. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

**Purchase Report B - FY22 Advanced Technology Center (ATC)
Change Orders**

L. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$5,517.00 (12)***

12. Change Order #68 is to install two electrical circuits with disconnect to the welding filter exhaust fan motor and welding filter variable frequency drive (VFD). This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

M. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$4,576.00 (13)***

13. Change Order #69 is to install an electrical circuit with disconnect to the exhaust fan for the welding oxygen acetylene table in the welding lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

N. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$6,743.00 (14)***

14. Change Order #70 is to install electrical circuit breakers, plugs and receptacles on for welding equipment inside the ATC welding lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

O. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL **\$1,161.00 (15)***

15. Change Order #71 is changes to the fire alarm device locations due to the welding partitions blocking them. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

**Purchase Report B - FY22 Advanced Technology Center (ATC)
Change Orders**

FY21 Budgeted Expense

P. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$26,777.00 (16)*

16. Change Order #72 is to install compressed air drops to equipment in the CNC, welding and mechatronics locations. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Q. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$2,546.00 (17)*

16. Change Order #73 is for the installation of SOOW cord drops in lieu of rigid conduits for the manual lathes and mills. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Howard J. Spearman, Ph. D.

President

Board Approval: _____

Secretary, Board of Trustees

Purchase Report B - FY22 Advanced Technology Center (ATC)**Change Orders**

Recommendation: Board approval for items marked with asterisk

A. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL <\$1,710.00> (1)*

1. Change Order #48 is a credit to provide 6” stainless steel base in lieu of a 12” stainless steel base in the welding lab room# 1502. This credit will be applied against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

B. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$9,879.00 (2)*

2. Change Order #49 is to grind and remove epoxy sealer and reapply a densify sealer on all concrete areas. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

C. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$214.00 (3)*

3. Change Order #56 is for bench with handcuff rail for inside RVC Police office. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

D. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL <\$4,375.00> (4)*

4. Change Order #60 is a credit for providing smaller alternate benches in the single restrooms. This credit will be applied against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report B - FY22 Advanced Technology Center (ATC)**Change Orders**E. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$2,253.00 (5)***

5. Change Order #61 is to install a tamper switch on existing reduced pressure zone (RPZ) fire sprinkler valve per the state plumbing inspector request. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

F. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$6,833.00 (6)***

6. Change Order #62 is to provide sixteen additional data drops in computer lab room 1310 due to increasing the seating capacity to 40. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

G. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$8,932.00 (7)***

7. Change Order #63 is to furnish and install RG-11 coax from the main distribution frame (MDF) to each intermediate distribution frame (IDF) and 120V power; RG-11 coax and data cables to the two lobby TV displays. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report B - FY22 Advanced Technology Center (ATC)**Change Orders**H. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$5,203.00 (8)***

8. Change Order #64 is for the installation of SOOW cord drops in lieu of rigid conduits for six Computerized Numerical Control (CNC) lathe machines. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

I. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$1,412.00 (9)***

9. Change Order #65 is for the installation of an access panel to the new transformers above the metrology lab from the computerized numerical control (CNC) lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

J. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$2,794.00 (10)***

10. Change Order #66 is for diagnosing and reworking the controls in four existing Carrier heating, ventilation, and air conditioning (HVAC) roof top units and replacing the control boards. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

K. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$24,053.00 (11)***

11. Change Order #67 is to modify the existing overhead door opening 1514C to be three feet taller. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Purchase Report B - FY22 Advanced Technology Center (ATC)**Change Orders**L. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$5,517.00 (12)***

12. Change Order #68 is to install two electrical circuits with disconnect to the welding filter exhaust fan motor and welding filter variable frequency drive (VFD). This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

M. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$4,576.00 (13)***

13. Change Order #69 is to install an electrical circuit with disconnect to the exhaust fan for the welding oxygen acetylene table in the welding lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

N. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$6,743.00 (14)***

14. Change Order #70 is to install electrical circuit breakers, plugs and receptacles on for welding equipment inside the ATC welding lab. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

O. Advanced Technology Center – (Operations & Maintenance Fund: ATC)**Stenstrom Construction Rockford IL \$1,161.00 (15)***

15. Change Order #71 is changes to the fire alarm device locations due to the welding partitions blocking them. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

Purchase Report B - FY22 Advanced Technology Center (ATC)

Change Orders

FY21 Budgeted Expense

P. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$26,777.00 (16)*

16. Change Order #72 is to install compressed air drops to equipment in the CNC, welding and mechatronics locations. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Q. Advanced Technology Center – (Operations & Maintenance Fund: ATC)

Stenstrom Construction Rockford IL \$2,546.00 (17)*

16. Change Order #73 is for the installation of SOOW cord drops in lieu of rigid conduits for the manual lathes and mills. This expense will be drawn against the construction allowance approved on Board Report#7774/Purchase Report#757 B and will not increase the overall total of the project.

FY21 Budgeted Expense

Howard J. Spearman, Ph. D.
President

Board Approval: _____
Secretary, Board of Trustees

**Summary of Fiscal Year 2022 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Background: Each year the Chief Financial Officer for Rock Valley College is required to certify the upcoming year's estimated revenues by their source.

Recommendation: It is recommended the Board of Trustees approve the Summary of Fiscal Year 2022 Estimated Revenues by Source for Rock Valley College and request that Ellen K. Olson, the Treasurer for the College, sign the attached report.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Summary of Fiscal Year 2022 Estimated Revenues by Source for Community College District
No. 511 Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois
(Rock Valley College)**

Local- Real Estate Taxes (including Corporate Personal Property Taxes and others)	\$30,779,918
State of Illinois (Credit Hour, Grants, Vocational Ed. Rehabilitation, SURS, on behalf of)	\$29,610,029
Federal Government	\$28,871,000
Student Tuition and Fees	\$19,342,776
Other Fees and Investments Income (Includes Auxiliary Enterprises)	<u>\$12,708,821</u>
Total	\$121,312,544

Ellen K. Olson, Treasurer of Community College No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College District) and Chief Fiscal Officer of Rock Valley College

Subscribed and sworn to before me this 21st day of December, 2021

Notary Public

**Levy Year 2021 Estimated Taxes Required and
Certificate of Compliance for Truth-In-Taxation Hearing**

Background: The Rock Valley College Board of Trustees approved the estimated taxes required for the upcoming levy year at the November 23, 2021 Board Meeting. The final 2021 tax levy did not change from the estimated taxes.

The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 4.99%; therefore, a Truth-in-Taxation Hearing is not required. However, a Truth-in-Taxation Hearing was held on December 21, 2021, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-in-Taxation Law.

This does not include the Bond & Interest amounts, as those are filed with the counties upon issuance of the bonds

Recommendation: It is recommended that the Board of Trustees approve the following estimates for the amount of taxes necessary to be raised by taxation for the year 2021 as follows:

Educational Purposes – Fund 01 (\$.2300)	\$15,391,174
Operation and Maintenance Purposes – Fund 02 (\$.0400)	\$2,676,726
Fire Protection, Health, Life or Safety – Fund 03 (\$.0005)	\$0
Financial Audit Purposes – Fund 11	\$50,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	\$0
Workers’ Compensation Insurance	\$0
Unemployment Insurance	\$0
Casualty Insurance	\$0
Athletic Insurance	\$0
Social Security and Medical Insurance	\$0
Total Tax Levy	\$18,117,900

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustee

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson and Ogle Counties, Illinois, (Rock Valley College); he further certifies that the attached “Levy Year 2021 Certificate of Tax Levy and Certificate of Compliance for the Truth-in-Taxation Hearing” is a true and authentic copy of the Board Report adopted on December 21, 2021, by the Board of Trustees.

Dated this 21st day of December 2021.

Secretary, Board of Trustees
Community College District
No. 511 Winnebago, Boone,
DeKalb, McHenry, Stephenson
and Ogle Counties, Illinois
(Rock Valley College)

Subscribed and sworn to before me
This 21st day of December 2021.

Notary Public

CERTIFICATE OF TAX LEVY

Community College District No. 511 County(ies) Winnebago, Boone, DeKalb, McHenry, Stephenson, & Ogle
 Community College District Name: Rock Valley College and State of Illinois

We hereby certify that we require:

the sum of	\$15,391,174	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of	\$2,676,726	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1)
the sum of	-0-	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of	-0-	to be levied as a special tax for purposes of the Local Governmental, and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of	-0-	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of	\$50,000	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of	-0-	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of	-0-	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2021.

Signed this 21th day of December, 2021

 Chair of the Board of Said Community College District

 Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full (4) four.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

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(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 511 County(ies) of Winnebago, Boone, DeKalb, McHenry, Stephenson and Ogle and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2021 was filed in the office of the County Clerk of this county on _____, _____.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as Authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purposes for the year of 2021 is \$12,142,795.

 Date

 County Clerk and County

Approval of FY 2022 Capital Projects**BACKGROUND:**

Rock Valley College has not spent money on capital improvements in several years due to State of Illinois budget concerns. Below is a list of items or projects that have been identified as a capital expense need. Funding for these items will be from money transferred from the operations fund to the capital fund.

Fleet

Item	Justification	Estimated Cost	Funding Source
Mailroom Van #1 Replace 2014 Van	Transfer 80,000+ mile mailroom van to POM to replace van #8 with 162,000 miles which was unsafe and junked. Purchase a new van for the mailroom that travels more miles on non-campus roadways.	\$28,000	RVC Capital
Fleet Minivan Replace Ford Fusion	Transfer 80,000 mile fleet van to POM to replace truck #11, which is rusted and unsafe.	\$28,000	RVC Capital
Fleet Minivan Replace Large Eight-Passenger Van	Transfer 66,000 mile passenger van to POM to replace 2005 van #31 with 153,000 miles, rusted body. More practical to have a minivan for staff travel. An eight-passenger van is difficult to drive.	\$28,000	RVC Capital
Fleet Minivan Replace Large Eight-Passenger Van	Transfer 63,000 mile passenger van to POM to replace 2006 van with 126,000 miles, rusted body. More practical to have a minivan for staff travel. An eight-passenger van is difficult to drive.	\$28,000	RVC Capital
Pickup Truck With Plow and Lift Gate Replace 2006 Ford Diesel	Diesel is not practical for on-campus driving at a lower speed. The engine is worn and weak. Known issue with this model; have three more trucks with similar engine issues.	\$60,000	RVC Capital
Mailroom Van #2 Replace 2014 Van	Transfer to POM to replace van #5; 2006 Dodge van 85,000 miles rotten body & frame. Purchase a new van for the mailroom that travels more miles on non-campus roadways.	\$28,000	RVC Capital
	The cost is an estimate and may differ upon final ordering due to supply/demand issues.	\$200,000	Not to Exceed \$230,000

Equipment

Item	Justification	Estimated Cost	Funding Source
Compact Wheel Loader Replace Tool Cat with Plow	Out-of-service frame has broken beyond repair; the unit was sold on Gov. deals.	\$95,000	RVC Capital
16 Foot Toro Mower Replace 2002 16 Foot, Jacobsen	20-year-old tractor over 5,000 hours – engine/head blown; no replacement motor available; unit does not function.	\$77,000	RVC Capital
Toro Rear Discharge Mower Replaces 2004 Kubota Mower	18-year-old tractor beyond the recommended life expectancy of between 4,500 and 5,500 hours.	\$22,000	RVC Capital

Yale Fork Truck – Replace 1988 Fork Truck	The thirty-four-year-old oil tank and the frame are rusting out. The oil tank is within the frame and leaking; unable to repair the unit due to the location of the oil tank.	\$24,000	RVC Capital
Body Camera	Body cameras are now becoming a requirement in Illinois. Winnebago County, Rockford, and Rockford Park District currently have cameras. All departments in Winnebago County are moving to them.	\$60,000	Protection, Health, and Safety
Treadmill Replacement	Replace three treadmills; need to get on a rotation of replacing Fitness Lab cardio equipment. Current equipment is over ten years old.	\$17,400	RVC Capital
Athletics EMS Golf Cart	Replace aging traditional golf cart used by athletes with new cart that has the ability to hold a stretcher if an athlete is injured and needs transport.	\$20,000	RVC Capital
	The cost is an estimate and may differ upon final ordering due to supply/demand issues.	\$255,400	Not to Exceed \$270,000

Buildings

Replace Fire Pump Control Panels	The existing Fire Pump control panels are obsolete, and we cannot find any replacement parts; the last spare parts were used to fix the ERC panel.	\$250,000	RVC Capital
Replace ERC Heat Exchanger	The heat exchanger located in the ERC is undersized for the current building configuration and cannot keep up with demand, causing issues controlling the environment inside the building.	\$55,000	RVC Capital
Power Shed Replacement and Electrical Upgrade	The power shed is leaning, making it difficult to enter the structure. The switchgear located inside the building is original to the campus and needs replacement.	\$380,000	Deferred 25% Local -\$95,000
Intrusion Alarm Upgrades	The current alarm system is 19 years old and is now obsolete. The system is having connection issues, and alarms are not reporting correctly.	\$100,000	RVC Capital
Boiler House Exterior Painting	Existing paint is wearing and peeling on the exterior of the building and needs to be repaired.	\$30,000	RVC Capital
Building E Carpet and Interior Paint	The carpet and paint are 20 years old. The carpet is loose and has folds, creating possible trip points. Walls in several locations are damaged.	\$25,000	RVC Capital
Carpet Mass Comm	Replace approximately 6,000 sq ft. of 20-year-old stained and worn thin carpet.	\$50,000	RVC Capital
Student Center Second Floor Carpeting	Student Center carpeting on the second floor is 16 years old and has become faded and worn. A high volume of students and staff visit this area every day.	\$150,000	Deferred 25% Local- \$37,500
Access Control Upgrade – Boiler House	Replace the existing system with new access control at the Boiler House. The current system is nearing the end of life and needs upgrading.	\$22,703	Deferred 25% Local - \$5,675
Access Control Upgrade – Bell School	Replace the existing system with new access control at Bell School. The current system is nearing the end of life and needs upgrading.	\$67,431	Deferred 25% Local - \$16,857

SSB Shop Balcony	Add balcony to current SSB garage area. Will utilize existing space to assist with an increased need for inventory storage for building equipment.	\$30,000	RVC Capital
	The cost is an estimate and may change upon final ordering due to supply/demand issues. Total is capital plus the 25% deferred local cost.	\$695,032	Not to Exceed \$750,000

Parking Lots, Roadways, Walkways, and Grounds

Replace Walkways Between PEC and SC	Walkways have been cut into and patched for years. Asphalt is falling apart and needs replacement.	\$150,000	RVC Capital
BST Bridge Washout Repair	Repair bridge washout with a permanent solution.	\$30,000	RVC Capital
Rock Valley College Circle Drive Replacement	Repair, resurface RVC Circle Drive Road surface and drainage grate locations on the drive. The roadway is deteriorating, and grates are collapsing.	\$1,100,000	Deferred 25% Local - \$275,000
SSB Parking Lot	Repair, resurface SSB Parking Lot. The subbase is failing, and the parking lot has cracks and holes. Drainage grates are collapsing.	\$1,000,000	Deferred 25% Local - \$250,000
	The cost is an estimate. Total is capital plus 25% deferred local costs	\$ 705,000	Not to Exceed \$750,000

Other Deferred Maintenance Requests

Tree Replacement	Replace trees that were lost during the 2020 tornado. Three-year plan at \$60,000 a year. First-year \$20,000.	\$60,000	RVC Capital
Building F Repair	Building F is the original barn for the homestead, and there are structural issues with the building's framework and in need of repair.	\$800,000	Deferred 25% Local - \$200,000
Upgrade Existing Aging Card Access Hardware and Software	The current card access system and hardware are over 18 years old and need to be upgraded. Some door hardware is now obsolete and no longer supported, making repairs difficult.	\$450,000	Deferred 25% Local - \$112,500
	The cost is an estimate. Total is capital plus 25% deferred local costs	\$372,500	Not to Exceed \$372,500
	TOTAL NOT TO EXCEED		\$2,372,500.00

RECOMMENDATION: It is recommended that the Rock Valley College Board of Trustees approve the use of Fund 03 Capital and Protection, Health and Safety funds on the above-described projects.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Fiscal Year 2022 Fund Transfer Request

BACKGROUND:

Board Policy 5:10.160 – The Operating Fund Balance goal is to establish and maintain an operating fund (education fund, and operations and maintenance fund) balance of 35 percent to 50 percent of the following year’s budgeted expenses. The College’s fiscal year 2021 revenues exceeded expenses by \$13,728,763, bringing the Operating Funds Balance (Funds 01 and 02) to \$36,945,519.

Below is a request to transfer funds from Operating Fund (Funds 01 and 02) for various strategic initiatives. The total request below will maintain a 43.90% balance.

Fund 18 – Health Insurance Fund	\$1,000,000
Fund 06 – Athletic Division II Scholarships	\$1,200,000
Fund 19 – Other Post Employment Benefit (OPEB) Fund	\$1,000,000
Fund 20 – SURS Penalty Fund	\$500,000
Fund 03 – Operations and Maintenance (Capital)	
• Current Capital Needs	\$2,750,000
• Advanced Technology Center Phase 2	\$2,250,000
• Facility remodeling	\$2,000,000
Total Transfer from Fund 01 – Operating Fund	\$10,700,000

These transfers will allow the College to strategically plan for the future for:

- Volatility of health insurance increases.
- Funding for Athletic Division II scholarships
- Other Post Employment Benefit Liability (OPEB) total funded by transfers will be \$9,500,000, which represents 39% of the College’s liability of approximately \$25,000,000.
- Current capital needs
- Advanced Technology Center Phase 2
- Future facility remodeling

In addition, on December 15, 2020, Board Report #7778, the Board of Trustees approved \$1,500,000 for the Advanced Technology Center Sponsorship Program. Those funds are currently in Operations and Maintenance (Fund 03), and the Administration requests to transfer those funds to Restricted Purposes (Fund 06).

Fund 06– Advanced Technology Center Sponsorship Program	\$1,500,000
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RECOMMENDATION: It is recommended that the Board of Trustees approve the College Administration to allocate \$10,700,000 for the above strategic initiatives from Operating Funds and transfer \$1,500,000 from Operations and Maintenance to Restricted Purposes.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**2021-2022 Linking Talent with Opportunity Memorandum of Understanding
Between Hononegah Community High School District #207 and
Rock Valley College**

BACKGROUND:

Through the Linking Talent with Opportunity grant Rock Valley College received from the Community Foundation of Northern Illinois in 2018, Rock Valley College has worked to collaborate with our regional school districts to implement pathways at the high school and assist students with transitioning to Rock Valley College upon high school graduation.

The Linking Talent with Opportunity pathways initiative with high schools in Rock Valley College's district is designed to provide qualified students the opportunity to enroll in dual credit classes at the high school in designated career and technical education pathways. These pathway courses lead to advance standing for certificate and degree opportunities. Furthermore, this pathway initiative facilitates the transition of students from secondary coursework into Rock Valley College.

The school district will provide, at its cost, a school district dual credit instructor that is qualified to deliver dual credit instruction in compliance with the Illinois Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at the District as dual credit for the 2021-2022 academic year.

RECOMMENDATION:

It is recommended that the Rock Valley College Board of Trustees approve the newly established Linking Talent with Opportunity Memorandum of Understanding between Rock Valley College and Hononegah Community High School District #207 beginning upon signature by both parties and ending June 30, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Linking Talent with Opportunity Memorandum of Understanding – Hononegah CHSD #207

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Rock Valley College and Hononegah Community High School
District #207**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 17th day of November, 2021 between Hononegah Community High School District ("School District"), located at 307 Salem Street, Rockton, Illinois 61072 and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

WHEREAS, School District and Rock Valley College have come together and would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.


NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Rock Valley College will make available to eligible students participating in the LTO Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses.
4. It is further agreed upon by the Parties that School District will:
 - a. Designate a District point-of-contact for all dual credit and articulated credit course offerings.
 - b. Follow the procedures outlined in Appendix B which is attached hereto and incorporated herein, regarding Curriculum Development, Feedback, and Approval;
 - c. Verify that School District Dual Credit Instructors meet Rock Valley College's minimum qualifications to teach:
 - i. Dual credit instructors submit a *Rock Valley College Dual Credit at the High School Instructor Application*.
 - ii. School District completes *Instructor Verification* form to verify official transcripts and formal identification are on record at District office for ICCB and HLC auditing purposes.


- d. Follow the procedures outlined in Appendix D for articulated credit courses which is attached hereto and incorporated herein;
- e. Collaborate with Rock Valley College Early College Department on a shared Google Sheet to track students' completed Enrollment Forms and submit course rosters for each dual credit and articulated credit course. Dual credit course rosters will be used for Rock Valley College course registration and articulated credit course rosters will be used to track students' articulated credit eligibility;
- f. Send Rock Valley College initial dual credit course rosters via the shared Google Sheet, in May for the fall semester and October for the spring semester, and verify final rosters within 2 weeks after the high school start date;
- g. Send verified articulated credit course rosters via the shared Google Sheet within 30 days after the high school start date;
- h. Ensure that School District Dual Credit Instructors follow Rock Valley College's master course syllabus with identified learning outcomes for each course, and utilize appropriate textbooks for each course as agreed upon by School District and Rock Valley College;
- i. Ensure that School District Articulated Credit Instructors submit high school course syllabus with identified learning outcomes and samples of class assignments, projects, and exams to Early College Department for review, and utilize the approved syllabus, appropriate textbooks, resources, and RVC approved final project or exam (if necessary) for each course as agreed upon by School District and Rock Valley College;
- j. Be responsible for School District Dual Credit Instructors submitting a final instructor course syllabus to the Rock Valley College Early College Department by the end of the first week of class each semester;
- k. Be responsible for School District Dual Credit Instructors collaborating with Early College department to submit, throughout the course term, samples of assignments, projects, and tests being used within the classroom to ensure student learning outcomes are met and the ability of the instructor to deliver quality, rigorous college credit coursework;
- l. Require all first-time School District Dual Credit Instructors to attend Dual Credit Instructor bootcamps and other related meetings hosted by Rock Valley College to discuss dual credit processes and procedures;
- m. Require all School District Dual Credit Instructors to complete the following steps in Rock Valley College Online Services, in accordance with the calendar dates determined by Rock Valley College and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a dual credit section;

- o. Ensure that all students enrolled in dual credit sections meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention;
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the current approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Illinois Community College Board and Rock Valley College qualifications to teach dual credit requirements;
 - f. Provide the School District with all appropriate forms, including but not limited to a copy the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide guidance on appropriate placement of students using multiple measures;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
 - j. Review this MOU annually for accuracy and pricing; and
 - k. Host an annual meeting in March between the School District and College to discuss dual credit matters and renewal of agreements.
6. School District will provide at their cost a School District Dual Credit Instructor who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.

8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2021-2022 academic year and will waive associated student fees.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. This agreement will be in effect upon signature by both Parties and end on June 30, 2022.


 High School Superintendent Date

 Rock Valley College President Date

 11/18/21
 Board of Education Date

 Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

The following Rock Valley College courses will be offered at Hononegah Community High School District as dual credit effective during this agreement: ATM 106 Introduction to Automotive Electrical Systems and Powertrains and EGR 101 Introduction to Engineering.

Articulated Credit Courses

The following Hononegah High School District courses are eligible for Rock Valley College articulated credit: Credit for ATM 105 Intro to Brake and Chassis Systems earned upon successful completion of ATM 106.

Appendix B Curriculum Development, Feedback, and Approval

Upon being notified of intent to offer a new dual credit course in the School District, the Dean of Early College will initiate a meeting with the District contacts to discuss course logistics including the master course syllabus and text(s) and materials to be used by the dual credit instructor for course design. First-time School District Dual Credit Instructors will then submit the *Application to Teach a Dual Credit at High School Course*, and upon approval, the course offering will be confirmed and added to Appendix A of the MOU. First-time dual credit instructors will be asked to participate in Dual Credit Instructor Bootcamps where they will meet with RVC faculty and connect with other dual credit instructors to review course specific learning outcomes, college curriculum, and department assessment methods, as well as receive information from Early College about RVC EAGLE, Online Services, and dual credit policy and procedures. Returning dual credit instructors will also be invited to attend the bootcamps, if desired. All Instructors will submit their final course syllabi to Early College within the first week of their dual credit courses beginning, and throughout the course, they will provide samples of assignments, projects, and tests to demonstrate student learning outcomes are being met through quality and rigorous college coursework.

Appendix C Dual Credit Roster & Grading Procedures for Dual Credit Instructors

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Online Services. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates*. Reminder emails will also be sent prior to each deadline date.
2. Instructors complete the Enrollment Verification ("EVR") process by the assigned **drop date** to the high school roster **matches** the Rock Valley College course roster of registered students.
 - a) Drop any student who has never attended the course.
 - b) Contact the RVC Early College Office if a student who has been attending is not on the RVC roster so that they can be added.
3. Instructors submit Midterm Grades in Online Services by the assigned **midterm date**.
 - a) Mark "S" for each student who is currently passing the course with a 'C' or better.
 - b) Mark "D" for each student who is currently earning a 'D' in the course.
 - c) Mark "F" for each student who is currently earning a 'F' in the course.
 - d) Mark "W" for each student who should be withdrawn from the course – students who stopped attending or have no chance of passing. RVC Early College Office must be notified prior to marking 'W' for any student.
4. Instructors send Early College notice of a student's intent to withdraw from a course by the assigned **Withdrawal** deadline. Student receives a 'W' grade on their Official RVC Transcript.
5. Instructors submit Final Grades in Online Services by the assigned **final grading deadline**, and the final grade is reported on students' Official RVC Transcripts.

*Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.

Appendix D Articulated Credit Policy & Procedures

1. School District communicates intent to offer articulated credit course approximately 18 months prior to offering, but no later than 6 months before start of intended school year, and adds course information to the shared District and RVC Google Sheet.
2. High school instructor submits syllabus, textbook, and samples of assignments, tests and projects to Early College for review. Updated information must be submitted annually.
3. Rock Valley College will determine approval of the course and it will be added to Appendix A of the MOU.
4. District verifies high school rosters within 30 days from the start of the high school class via the shared Google Sheet between School District and College.
5. Students in articulated courses complete a Rock Valley College Enrollment form immediately following the high school roster verification.
6. High School provides official, verified high school final grading roster to Early College upon completion of the course.
7. Students who earn an 'A' or 'B' in the high school course will be eligible for articulated credit upon the successful completion ('C' or better) in the subsequent course(s), as indicated in Appendix A.
8. Subsequent course(s) must be enrolled in and successfully completed within two years of completing the articulated course; not to exceed one year after high school graduation.
9. Students register for subsequent course(s) as part of dual credit offerings at the School District or in classes offered at Rock Valley College campuses.
10. RVC will transcript articulated credit upon successful completion of subsequent course(s) within timeframe given above.

Extension of Advanced Technology Center Sponsorship Program

Background: Rock Valley College's Advanced Technology Center (ATC) is a regional approach that has commitment and collaboration from regional partners that will help transform the region through education and workforce development. The ATC will offer both credit and non-credit programs, including certificate programs and stackable credential models that can be completed in as few as five weeks.

On December 15, 2020, Board Report #7778, the Board of Trustees approved \$1,500,000 to fund the Advanced Technology Center Sponsorship Program for fiscal year 2022. As a result, the College expects to award approximately \$400,000 in sponsorships through June 30, 2022.

Rock Valley College proposes to offer free tuition for students who enroll in coursework at RVC's new Advanced Technology Center (ATC) during fiscal year 2023 (July 1, 2022 – June 30, 2023). Programs of study will include, but not be limited to CNC Machining, Mechatronics, Truck Driver Training and Welding.

In order to qualify for the free tuition, students will need to have been a resident of RVC's service area (District 511) as of July 1, 2021. Free tuition will be limited to \$10,000 per student during fiscal year 2023 and by course and program enrollment capacity, estimated at 150 students. Course, program or institutional fees, textbooks, and related instructional materials are not provided as part of the free tuition initiative.

Recommendation: It is recommended that the Board of Trustees extend the ATC Sponsorship Program through fiscal year 2023 and approve using the remaining \$1,100,000 to fund the Advanced Technology Center Sponsorship Program.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Personnel Report

Recommendation: The Board of Trustees approves the following personnel actions:

A. PROMOTIONS

Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer (CAO), full-time with benefits, exempt, grade G, \$130,000, effective January 1, 2022.

B. APPOINTMENTS

Thomas Yehl, Chief of Police, full-time with benefits, exempt, grade E, \$85,000, effective January 1, 2022.

Jesse Wiles, Project Manager, full-time with benefits, exempt, grade E, \$80,000, prorated for the balance of the calendar year, effective January 10, 2022.

Gina Caronna, Associate Vice President – Early College & Technical Programs, full-time with benefits, exempt, grade F, \$112,975, effective January 1, 2022.

Jerry Hose II, Aviation Maintenance Technology Instructor, temporary full-time with benefits, Faculty, Lane 1, Step 16, \$62,741, to be prorated for the balance of the fiscal year, effective January 4, 2022.

C. DEPARTURES

Melissa Commisso, full-time Faculty, Psychology, resigning effective December 13, 2021.

Shannon Satti, full-time Faculty, Nursing, resigning effective December 22, 2021.

Michael Beert, full-time Faculty, Music, retiring effective May 31, 2022.

Kaye Eckstaine, full-time Faculty, Nursing, retiring effective June 30, 2022.

Dion Carr, full-time Faculty, Aviation Technology, retiring effective August 10, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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Personnel Report

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Recommendation: The Board of Trustees approves the following personnel actions:

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Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer (CAO), full-time with benefits, exempt, grade G, \$130,000, effective January 1, 2022.

B. APPOINTMENTS

Thomas Yehl, Chief of Police, full-time with benefits, exempt, grade E, \$85,000, effective January 1, 2022.

Deleted: Bill Formanek, Executive Director of Industrial Development, full-time with benefits, exempt, grade F, \$90,000, prorated for the balance of the calendar year, effective January 18, 2022.¶

Jesse Wiles, Project Manager, full-time with benefits, exempt, grade E, \$80,000, prorated for the balance of the calendar year, effective January 10, 2022.

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Gina Caronna, Associate Vice President – Early College & Technical Programs, full-time with benefits, exempt, grade F, \$112,975, effective January 1, 2022.

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Howard J. Spearman, Ph.D.
President

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Board Approval:

Secretary, Board of Trustees

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College Closure - December 28, 29, 30, 2021

BACKGROUND: Board Policy 2:10.050, Official College Holidays, provides that Rock Valley College will celebrate Christmas Day and New Year's Eve Day each year as a paid holiday for employees. In 2021, Christmas Day is observed on Monday, December 27 (due to the actual holiday falling on a weekend), and New Year's Eve Day falls on Friday, December 31. As such, in 2021, the campus will be open on Tuesday, December 28; Wednesday, December 29; and Thursday, December 30. Per Board Policy 2:10.050, the Board reserves the right to designate additional days which the College will be closed.

RECOMMENDATION: It is recommended that the Board of Trustees close Rock Valley College on Tuesday, December 28; Wednesday, December 29; and Thursday, December 30, 2021, and designate those days as additional paid days off for employees scheduled to work. Members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Update to Board Policy 3:30.090
Family and Medical Leave**

BACKGROUND:

Rock Valley College has an existing Board Policy 3:30.090 for Family and Medical Leave. The Family Medical Leave Act (FMLA) of 1993 is a Federal employment law requiring covered employers to provide eligible employees with unpaid but job-protected leave due to qualifying family and medical needs. Among other requirements, an employee must have worked at least 1,250 hours for the employer in the previous 12-month period to qualify for FMLA leave.

On August 10, 2021, Governor Pritzker approved House Bill 0012, which amended various Acts relating to educational institutions in Illinois. HB0012 provides that an employee of a community college district who has been employed for at least 12 months and who has worked at least 1,000 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993. The effective date is January 1, 2022.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.090, Family and Medical Leave, so that Rock Valley College is in compliance with HB0012. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Revised Board Policy 3:30.090 Family and Medical Leave

FAMILY AND MEDICAL LEAVE

1. FAMILY AND MEDICAL LEAVE DEFINED:

In accordance with and subject to the *Family and Medical Leave Act of 1993* (the "FMLA") and the *Public Community College Act* ("PCCA"), unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take family and medical leave when the employee is unable to work because of the following reasons:

- a) The birth and first-year care of a child;
- b) The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c) To care for a child, parent or spouse who has a serious health condition, as those terms are defined by the FMLA;
- d) The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e) The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty service). "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities as provided in the FMLA regulation; or

To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

An employee seeking family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under the FMLA, an employee must:

- a) have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- b) have been employed for at least 1250 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- c) be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

To be eligible for family and medical leave under the PCCA, an employee must:

- a) have been employed by the College for at least 12 months; and
- b) have worked at least 1000 hours in the previous 12-month period.

The College will grant family and medical leave under the PCCA under the same terms and conditions as FMLA leave, as described further in this Policy.

Spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a dependent child or parent (but not a parent-in-law) who has a serious health condition as defined in the regulations implementing the FMLA. Spouses employed by the College are entitled to a combined total of 26 weeks if a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty exists.

Family and medical leave is unpaid. However, employees on family leave must use accrued vacation, personal or family leave for the birth or placement of a child for adoption or foster care. Employees must also use vacation, personal and/or sick leave to care for an immediate family member (spouse, child or parent, but not parent-in-law) or the employee's own serious health condition prior to being placed in unpaid status. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid. Employees are required to use available paid time off first, before unpaid leave is granted.

2. JOB PROTECTION/REINSTATEMENT:

Upon return from an approved family or medical leave that is equal to or less than the aggregate maximum of 12 weeks required by law, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee is not entitled to job protection within the aggregate leave exceeds 12 weeks in any rolling 12-month period.

However, Rock Valley College may refuse to reinstate:

- a) certain highly paid "key" employees after using family or medical leave. "Key" employee is an eligible salaried employee who is among the highest paid ten percent of employees. Such employees would be notified of their status as a "key" employee in response to the employee's notice of intent to take family or medical leave. The employee would be offered a reasonable opportunity to work. A final determination as to whether reinstatement will be denied will be made at the end of the leave period if the employee requests restoration.
- b) employees who would have been laid off or otherwise had their employment terminated had they continued to work during the period the family or medical leave was used.

3. REQUESTING FAMILY OR MEDICAL LEAVE:

An employee requesting family or medical leave is required to:

- a) provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. Where the need for leave is not foreseeable, the employee must give notice as soon as possible (within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances). Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting the leave;
- b) within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember and any other additional information in accordance with the FMLA's regulations. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation, the dates of the covered military member's active duty service and any other additional information in accordance with the FMLA's regulations. Failure to provide a satisfactory certification may result in a denial or postponement of a leave;

- c) provide periodic, (normally every thirty (30) days) written updates to the Vice President of Human Resources during the leave on the employee's status and intent to return to work.

The Human Resources Department will require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with the FMLA.

4. INTERMITTENT FAMILY AND MEDICAL LEAVE

An eligible employee may take family or medical leave on an intermittent basis in accordance with the FMLA's regulations. An employee needing intermittent leave must consult with the College regarding the scheduling of such leave so as to minimize the disruption to the College's operations.

5. VACATION ACCRUAL AND GROUP HEALTH COVERAGE WHILE ON LEAVE:

An employee on family or medical leave is not eligible to accrue vacation time.

An employee on family or medical leave will continue in the group health insurance, life insurance and long-term disability programs under the same terms and conditions that the employee was covered prior to the leave. The employee is responsible for paying the employee's portion of the premiums associated with these programs while on family or medical leave. The obligation of Rock Valley College to continue an employee's medical coverage shall cease if the employee's premium payment is more than thirty (30) days late or informs Rock Valley College of an intent not to return to work at the end of a leave period. In the event either of the foregoing occur, or if the employee fails to return to work when the leave entitlement is used up, the employee shall be responsible for reimbursing the College for the employer-paid portion of the employee's benefits premiums. When an employee exhausts his or her family or medical leave and is unable to return to work, the employee will be entitled to continuing medical insurance coverage under COBRA.

6. MEDICAL CERTIFICATION TO RETURN TO WORK

Upon return from a leave resulting from the employee's own serious health condition, the employee must provide the College's Human Resources Department with certification from a health care provider indicating that the employee is fit to return to work and able to perform the essential duties of his or her job. The College may deny the employee's return to work until the medical certification is submitted.

7. ADMINISTRATION OF POLICY

Rock Valley College intends to administer this policy in accordance with the requirements of the FMLA and any other applicable law pertaining to family and medical leaves. Therefore, this policy will be interpreted and applied in a manner that accords with all applicable legal regulations and requirements. Any leave of absence that is granted to an eligible employee under this policy or any other College policy, including but not limited to the Worker's Compensation policy, for a purpose specified above shall run concurrently and be credited against the 12-week benefit contained in this policy to the extent permitted by applicable law.

8. EXIGENCY AND SERVICEMEMBER FAMILY LEAVE

In accordance with the National Defense Authorization Act, an eligible employee who is the family member of a covered servicemember is permitted to take up to 26 work weeks of leave in a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. These 26 work weeks include the 12 work weeks of job protection provided by Rock Valley College's Family and Medical Leave policy that will be available to eligible employees with a covered military member serving in the National Guard or Reserves to use for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Accordingly, all eligible employees shall be entitled to Exigency and Servicemember Family Leave, on a gender neutral basis, provided leave is taken in accordance with the following provisions.

Applicable Definitions and Limitations.

A. Definitions

- (1) "Covered Servicemember," as used herein, shall mean a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of duty.
- (2) "Qualified Exigency," as used herein, shall be defined to include one or more of the following exigencies as provided in the U.S. Department of Labor ("DOL") Regulations implementing the Military Family Leave provisions of the *Family and Medical Leave Act*:
 - (a) Short-notice deployment (for up to seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation);

- (b) To attend military events and related activities;
- (c) For childcare and school activities as enumerated by the DOL Regulations (29 C.F.R. Section 825.106(a)(3));
- (d) To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status or to act as the Covered Servicemember's representative before a federal, state or local agency to obtain, arrange, or appeal military benefits while the Covered Servicemember is on active duty or call to active duty status;
- (e) To attend counseling provided by someone other than a health care provider for oneself, for the Covered Servicemember, or the Covered Servicemember's child or stepchild, provided that the need for counseling arises from the active duty or call to active duty status of the Covered Servicemember;
- (f) To spend time with a Covered Servicemember who is on short-term, temporary rest and recuperation leave during the period of deployment (for up to five days for each instance of rest and recuperation);
- (g) To attend post-deployment activities and address issues arising from the death of a Covered Servicemember while on active duty status; and
- (h) To address other events which arise out of the Covered Servicemember's active duty or call to active duty status provided that the College and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

B. Exigency Leave. Eligible employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period because of any "Qualifying Exigency" arising out of the active duty or call to active duty in the Armed Forces in support of a contingency operation of the employee's spouse, son, daughter or parent, subject to the following:

- (1) the employee must state a qualifying reason for the needed leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) leave may be taken on an intermittent basis (in separate blocks of time) or reduced schedule (reducing the usual number of hours per week or per day) because of a "Qualifying Exigency," subject to the requirements and limitations set forth in the FMLA Regulations; and

- (3) the College may require requests seeking leave due to a "Qualifying Exigency" be supported by a signed Certification of Qualifying Exigency for Military Leave in the form provided by Rock Valley College.

C. Servicemember Family Leave. Eligible employees (the spouse, son, daughter, parent, or next of kin of a Covered Servicemember) shall be entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a Covered Servicemember (beginning the first day the eligible employee takes leave to care for a Covered Servicemember) provided that the Covered Servicemember's injury or illness renders him or her medically unfit to perform duties of the member's office, grade, rank or rating, subject to the following:

- (1) the employee must state a qualifying reason for the leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) a husband and wife who are both employed by the College and both eligible for leave, are only permitted to take a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period;
- (3) leave to care for a Covered Servicemember and leave for any other FMLA-qualifying event may not exceed twenty-six (26) weeks in a single twelve (12) month period;
- (4) leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary; and
- (5) The College may require that requests seeking leave for Servicemember Family Leave be supported by medical certification from the Covered Servicemember's health care provider sufficient to establish that the Covered Servicemember is in need of care. Such medical certification must be submitted within 15 calendar days after the Superintendent or his or her designee requests the certification.

In cases where the College has reason to doubt the validity of a medical certification it may seek authentication or clarification in accordance with DOL Regulations (29 C.F.R. Section 825.307(a)).

The College reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The College may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.

- D. Substitution of Paid Leave.** Other available paid vacation, personal or family leave must be substituted for Exigency and Servicemember leave prior to being placed in unpaid status. Where leave is necessitated by the care for a seriously ill or injured Servicemember, sick leave must be used prior to an employee being placed in unpaid status. Any substitution required by this policy will count towards the employee's Exigency or Servicemember Family Leave entitlement. The College will pay sick leave only under circumstances permitted by the applicable sick leave policy. Use of Exigency or Servicemember Family Leave shall not necessarily preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, or 26 weeks where applicable, provided that the use of Exigency or Servicemember Family Leave shall not serve to extend such other unpaid leave.
- E. Notice.** When practicable, employees must provide at least 30 days' notice to the College of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given as soon as practicable. Employees shall provide at least verbal notice sufficient to make the College aware that he or she needs Exigency or Servicemember Family Leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in the delay in granting the requested leave until at least 30 days after the date the employee provides notice.
- F. Continuation of Health Benefits.** During Exigency or Servicemember Family Leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the College contributes a portion of an employee's health plan premiums during a period of unpaid Exigency or Servicemember Family Leave, it may recover the amount of such payments if the employee fails to return to work after such leave has been exhausted or expires, as provided under the FMLA.
- G. Return to Work.** An employee returning from Exigency or Servicemember Family Leave will be given an equivalent position to his or her position before the leave, subject to the College's reinstatement policies and practices set forth in its Family and Medical Leave policy and FMLA regulations.
- H. Implementing Procedures:** Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

[Link to Administrative Procedure for this Policy](#)

Reference: Board Report 6575; Board Report 7886
Implemented: January 16, 2009
Revised: April 8, 2014, December 21, 2021

**Update to Board Policy 3:30.110
Victims' Economic Security and Safety Act**

BACKGROUND:

Rock Valley College has an existing Board Policy 3:30.110 for Victims' Economic Security and Safety Act (VESSA). VESSA currently allows employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. The Act also prohibits employers from discriminating against employees who are victims of domestic or sexual violence or who have family or household members who are victims of domestic or sexual violence.

On August 20, 2021, Governor Pritzker approved House Bill 3582, which amends VESSA. HB3582 provides that victims and family members of victims of other crimes of violence (such as criminal homicide, bodily harm, harassing and obscene communications, terrorism, or armed violence, in addition to victims of domestic violence, sexual violence, and gender violence) are subject to the provisions of the Act regarding unpaid leave and prohibited discriminatory acts. It also amends the Unemployment Insurance Act, which provides that victims of crimes of violence shall not be barred from collecting voluntary leave benefits. The effective date is January 1, 2022.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.110, Victims' Economic Security and Safety Act, so that Rock Valley College is in compliance with HB3582. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Revised Board Policy 3:30.110 Victims' Economic Security and Safety Act

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

Rock Valley College will grant full-time and part-time employees up to a total of 12 workweeks of leave to address domestic violence.

Rock Valley College will grant employees unpaid leave in accordance with the *Victims' Economic Security and Safety Act* ("VESSA" or "the Act"), 820 ILCS 180/1, et seq. The Act provides an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, the right to take up to a total of 12 workweeks of unpaid leave from work during any 12-month period to address the violence by:

- (A) seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;
- (B) obtaining services from a victim services organization for the employee or the employee's family or household member;
- (C) obtaining psychological or other counseling for the employee or the employee's family or household member;
- (D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or
- (E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

Such leave shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

The Act governs the requirements, scheduling, continuity of benefits, and all other terms of the leave. This Act prohibits the College from discharging, discriminating, or retaliating against any employee who exercises his or her rights to take such unpaid leave. If the basis for an employee's leave under the Act also qualifies for FMLA leave, both leaves will run concurrently.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6149, Board Report 7887
Implemented: March 24, 2009
Revised: December 21, 2021

**Update to Board Policy 2:10.050
Official College Holidays
First Reading**

BACKGROUND: Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865.

Illinois Governor Pritzker signed legislation on June 16, 2021 amending the State Commemorative Dates Act, which provides that Juneteenth National Freedom Day shall be observed throughout the State as a holiday on June 19 of each year. Prior to this legislation, June 19 was not a holiday and Juneteenth was observed on the third Saturday of June. This legislation (HB 3922, Public Act 102-0014) is effective January 1, 2022.

The federal government made Juneteenth National Freedom Day a paid holiday with a 415-14 vote in the U.S. House of Representatives and a unanimous vote in the U.S. Senate.

The Illinois General Assembly made Juneteenth National Freedom Day a paid holiday with a 98 yes and 1 present vote in the Senate and a unanimous vote in the House.

On November 23, 2021, the Board of Trustees approved Juneteenth National Freedom Day as an official college holiday.

RECOMMENDATION: It is recommended that the Board of Trustees approve a revised Board Policy 2:10.050, Official College Holidays, adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE
BOARD POLICY**

2:10:050

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**OFFICIAL COLLEGE
HOLIDAYS**

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First Reading FIRST READING – DECEMBER 21, 2021

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The following holidays are official Rock Valley College holidays:

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- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

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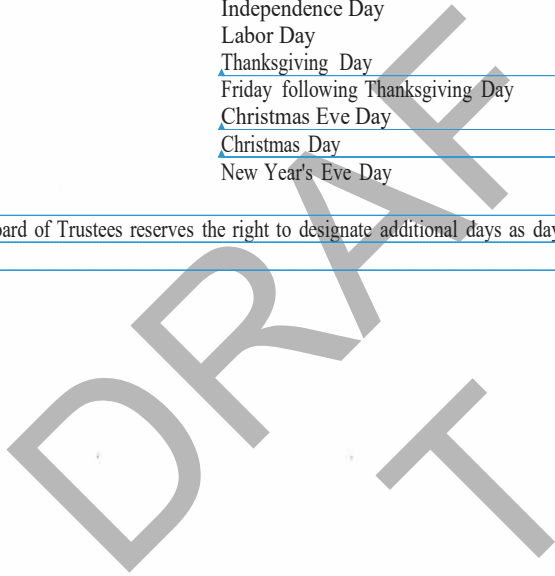
The Board of Trustees reserves the right to designate additional days as days on which the College is closed.

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Reference: Board Report 4510; BR #xxxx
Implemented: February 19, 1990
Revised: April 8, 2014.

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Bereavement Leave
Board Policy 3:30.150
First Reading

BACKGROUND: On July 29, 2016, Governor Rauner signed into law the Child Bereavement Leave Act, Public Act 99-0703 (the “Act”). The Act provides a maximum of two weeks (10 work days) of unpaid leave for bereavement of an employee’s child. The Board of Trustees adopted Board Policy 3:30.150 on March 28, 2017 to be in compliance with the Act.

The current board policy does not address employees needs to care for the grieving or funeral planning of other family members, nor does it allow any paid time off to grieve the loss of a family member, including the loss of a child.

RECOMMENDATION: It is recommended that the Board of Trustees update existing Board Policy 3:30.150 to rename the policy from Child Bereavement Leave to Bereavement Leave; expand time off to include time away from work to plan for funerals and grieve the loss of other members of the immediate household in addition to a child; and include up to three days of paid time off to plan for and grieve the loss of their immediate family member. The revised board policy would allow for up to an additional seven days (maximum of 10 days off to be in accordance with the Child Bereavement Leave Act), plus any other provisions required by the Act.
Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE
BOARD POLICY**

3:30.150

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BEREAVEMENT LEAVE
FIRST READING – DECEMBER 21, 2021

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The Board of Trustees of Rock Valley College recognizes that employees require time following the death of an immediate family member, or those currently living in their household, to grieve such loss and make arrangements for or attend funerals or other similar services. Accordingly, all full-time employees are eligible for bereavement leave under this Policy.

Subject to administrative procedures adopted by the College, each employee shall be eligible for up to three (3) days of paid days of bereavement leave in the event of the death of a person in the employee's immediate family, or household. For purposes of this Policy, the term "immediate family" shall include the team member's spouse, domestic partner, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.

In addition to the leave described above, eligible employees shall be entitled to additional bereavement leave in accordance with the Child Bereavement Leave Act (the "Act"), 820 ILCS 154/1 *et seq.* Any paid leave provided in accordance with this policy shall be provided concurrently with the use of leave under the Act.

The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting the need for such leave. Where applicable, this Policy will be administered with the College's collective bargaining obligations.

[Insert link to administrative procedures]

Reference: BR #7395
Implemented: March 28, 2017
Revised: TBD

**Membership in the
Association of Community College Trustees (ACCT)**

BACKGROUND:

The Association of Community College Trustees (ACCT) is the non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a major voice of community college trustees to the presidential administration, U.S. congress, and the Departments of Education and Labor.

The 26-member Board of Directors includes directors elected regionally from ACCT's five regions. Current Illinois trustees serving on the Board of Directors are from the College of DuPage and the College of Lake County.

ACCT membership provides resource information to trustees on board and CEO relationship, board member roles and responsibilities, board policy, information for new trustees, board buzzwords, hot topics and principles of community college governance. The ACCT Knowledge Center also provides additional resources on governance, trustee education, advocacy and student success.

Rock Valley College was a member of ACCT until the summer of 2016 when the State of Illinois did not pass a budget, and the College was forced to reduce expenses by suspending payments for all college memberships.

ACCT's dues normally run from July 1 to June 30. However, as a result of the College's inquiry, ACCT has offered to prorate the College's dues for the period of January 1, 2022 to June 30, 2022. The prorated ACCT dues for this six-month period will be \$2,366.

RECOMMENDATION:

It is recommended that the Board of Trustees approve membership in the Association of Community College Trustees (ACCT) effective January 1, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Student Trustee Report

Evelyn Molina—Student Trustee

December 21, 2021

Rock Valley College Board of Trustees Regular Meeting

December marks my eighth month as the Student Trustee. As the year ends, I hope we can all calmly reflect on this past year, reflecting on all the good alongside the “bad.” While there are certain events and moments this past year that were hard and caused stress on us, instead of dwelling on what has already occurred, let us take this opportunity to think about the future and what we wish to accomplish.

Going into January, with more experience and knowledge, I have made it my goal to expand my outreach. These past few months, I helped lead many events, heavy on student participation. Some worked out wonderful, while others did not, but instead of dwelling on the less successful events, I will change my approach. Instead of relying on student participation, I have decided I should do more to reach out to students, instead of expecting them to come to me. This way, I hope to reach students with whom I normally would not connect to.

I also attended a Student Diversity Discussion over ZOOM on December 10th, led by Vice President Barnes. In the meeting, I was able to listen to many students from different cultures, countries, and backgrounds discuss their opinions on the diversity, equity, and inclusion of the college. I was very proud to hear that many students felt welcomed at college, their differences not being a barrier to making friends and being successful. One specific comment that stuck with me was the limitations of the CLEP exam. The CLEP exam is offered in three languages at Rock Valley: French, German, and Spanish. But a student mentioned how she wishes it was offered in her language, as she knows she could get credit for classes just like other students get for their native languages. This is one moment in which I realized that students face many different obstacles. As someone fluent in Spanish, this limitation would never be a concern for me as I can easily take the CLEP exam in Spanish but that is not the case for others. There are concerns found within our student body and it is up to us to find and help those that need it. Rock Valley College has an incredibly diverse student population and I hope we can continue to do more to celebrate them all.

**Rock Valley College Board of Trustees
Freedom of Information Act Report
11/15/2021 - 12/15/2021**

11/16/2021	573	Jared Piepenbrink, IDES	<p>Copies of public records that include job titles, wages (hourly or salary), department, and hours worked (if part time) of all employees of Rock Valley College listed on the Quarterly Contribution report for the payroll that included May 12, 2021.</p> <p>Based on that report, this list should have around 766 employees. Professors should be reported with their respective department. Also, if adjunct instructors are compensated with a lump sum payment, the pay rate per credit hour should be listed. We are not requesting names, SSNs or any other personal information.</p>	<p>Responded 12/2/21</p> <p>Approved in full</p>
12/1/2021	574	Joseph Sanchez	Video surveillance of traffic incident occurring November 11, 2021 between 1:00 and 2:00 pm near Physical Education Center.	<p>Responded 12/13/21</p> <p>Approved in full</p>
12/6/2021	575	Rebecca Erickson	RVC Police Report RV21-000109	<p>Responded 12/13/21</p> <p>Approved in part</p>
12/14/2021	576	Screw City News	<p>Number of reported sexual harassment cases at Rock Valley College in the last 10 years whereby:</p> <ul style="list-style-type: none"> -the alleged offender was a Rock Valley College student -the alleged offender was a Rock Valley College employee -the alleged offender was a Rock Valley College Board of Trustees member 	Due 12/22/2021